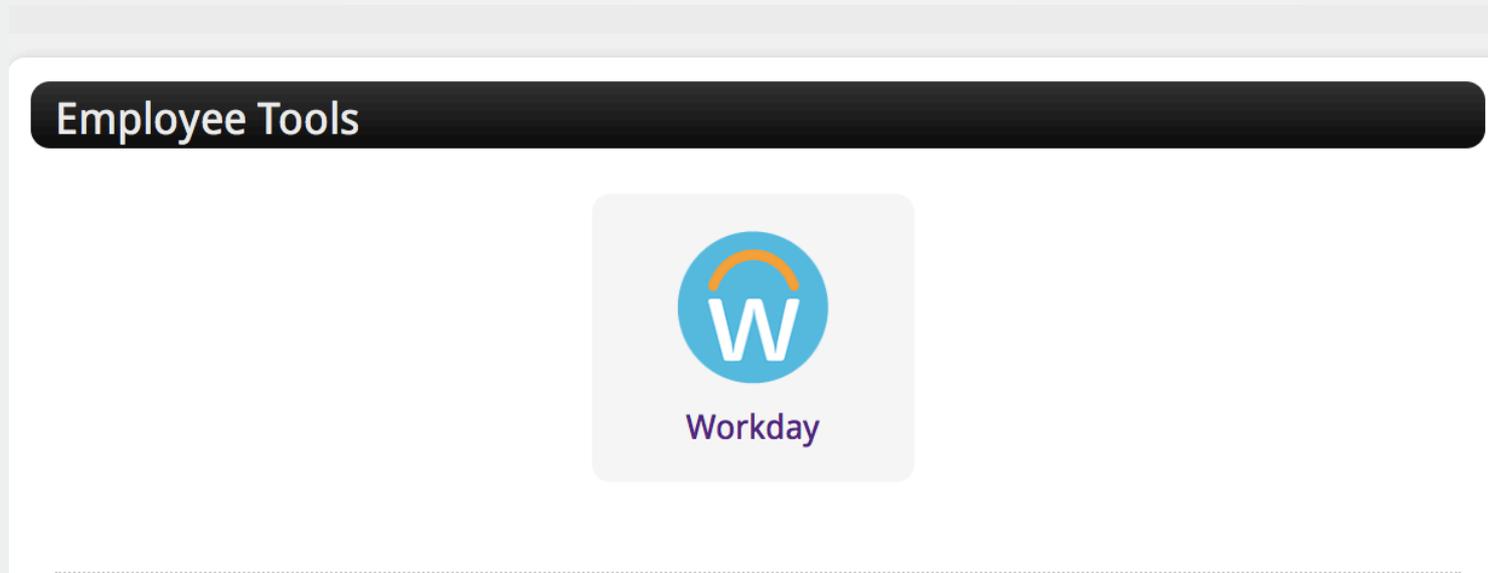


Updating Your Emergency Contacts in Workday

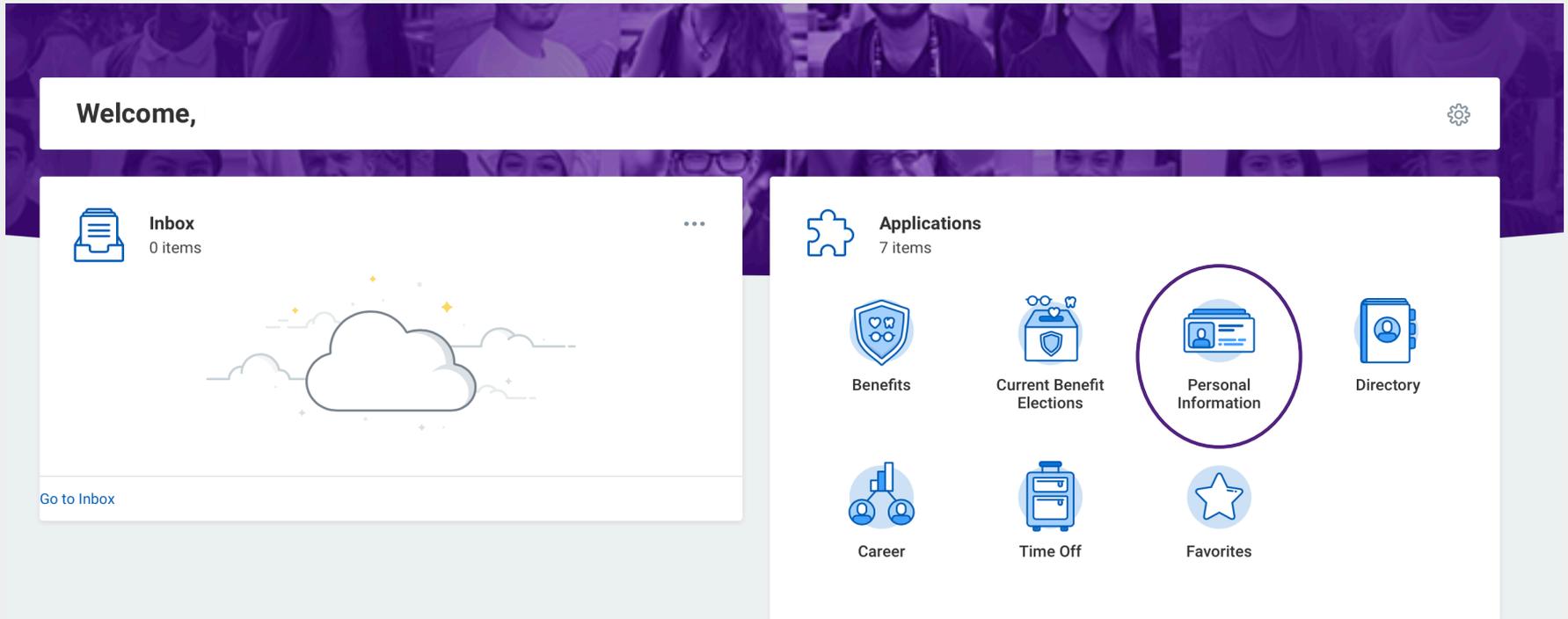
Updating Your Emergency Contacts in Workday

1. Access workday from the Employee Tools page on MyMC.



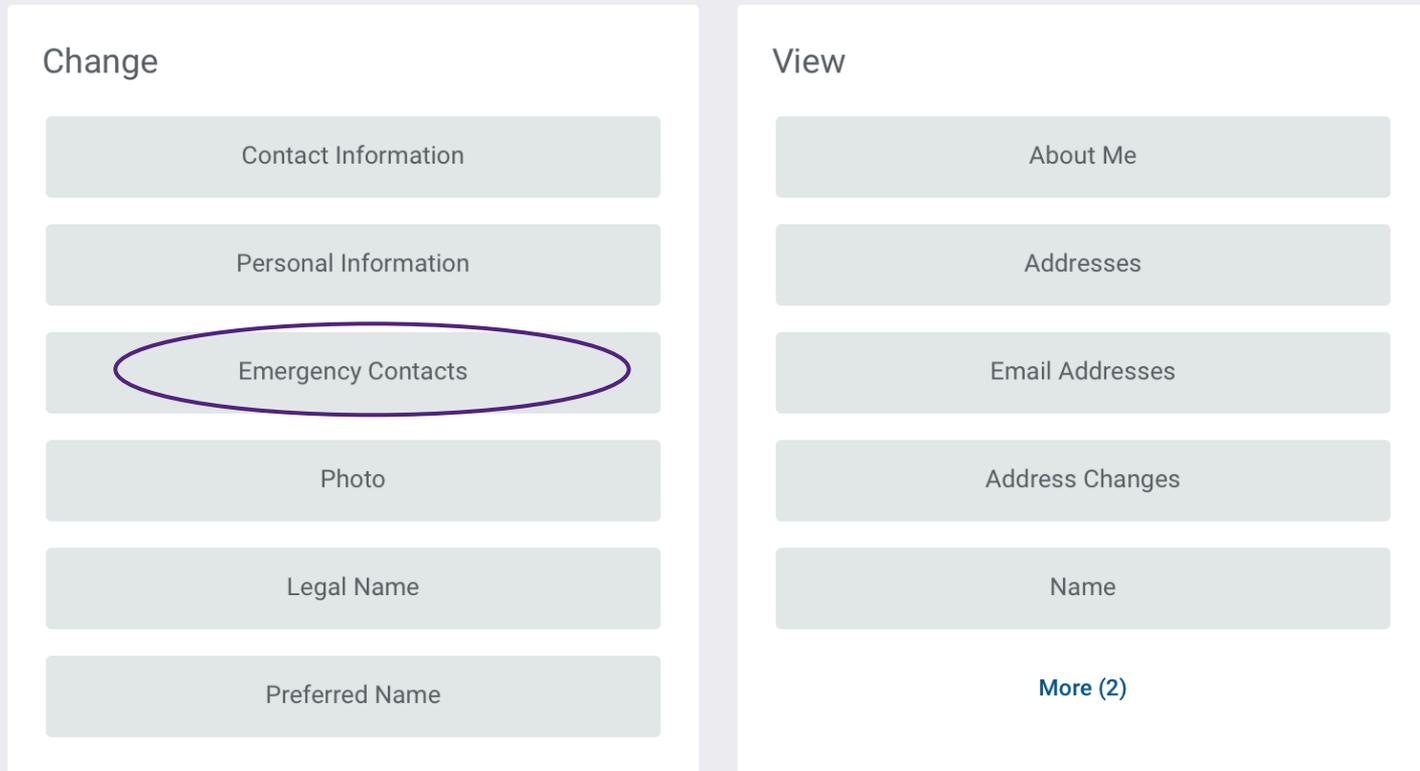
Updating Your Emergency Contacts in Workday

2. From your Workday home page, click the “Personal Information” application.



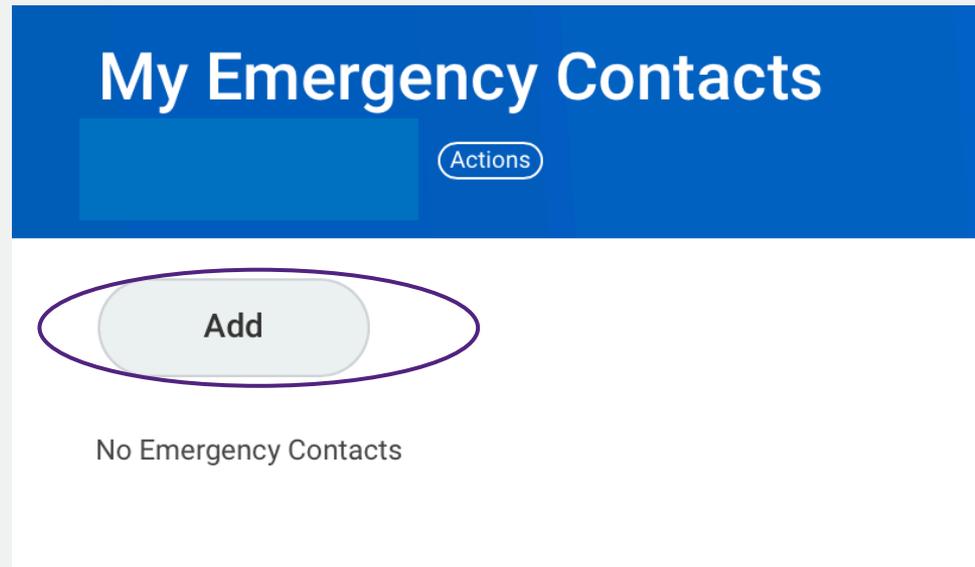
Updating Your Emergency Contacts in Workday

3. Select “Emergency Contacts” from the “Change” column.



Updating Your Emergency Contacts in Workday

4. Click “Add” to add emergency contacts.



Updating Your Emergency Contacts in Workday

5. Start to enter the information for your contact. Ideally there should be two contacts listed. Once information is entered, click submit.

Primary Emergency Contact

Legal Name
Legal Name *

Relationship
Relationship *

Preferred Language
Preferred Language

Primary Address
Add

Primary Phone
Add

Additional Phone
Add

Primary Email

Submit Save for Later Cancel